


CONFIDENTIAL

22 May 1957

MEMORANDUM FOR: Chief, FI/RQM/RC

SUBJECT : CS-LF Reports with 7 digit number and letter suffix.

1. The OCR Machine Division is unable to punch the letter suffix into the Intellofax card without revising the card. The present card is designed to accommodate only a 7 digit number. Since a very small percentage of report numbers have a letter suffix, the Machine Division feels that a revision of the Intellofax card is not practical.
2. Inability to punch the letter suffix into the card may result in erroneous subject/area codes information being punched into the card (i.e. subject/area codes for suffix "a" report punched into suffix "b" report). In addition the letter suffix would not appear in Library micro-film aperture card; thereby making servicing of document requests difficult.
3. Informal conversations with your office indicate that you are agreeable to the discontinuance of the letter suffix. This memo therefore formalizes the OCR request that the letter suffix be dropped from the report number for the above stated reasons.

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Deputy Chief, Document Division

25X1A OCR/DD/Analysis
 lmc (22/5/57)